

Personal Property Consignment Instruction Guide

Organization Types
“Who’s in the PPCIG”

Organization Types

- Personal Property Shipping Office (PPSOs)
- Personal Property Processing Offices (PPPOs)
- Counseling Offices



PPSOs

PPSOs:

- Have a unique GBLOC
- Have an inbound and outbound area of responsibility (AOR)
- Have a GBLOC page in the PPCIG
- Are responsible for updating the PPCIG for all locations and counseling offices in their AOR
- Use the PPCIG to create Counseling Office IDs for “ALL” its counseling offices

PPPOs

PPPOs:

- Have a unique GBLOC
- Have an inbound area of responsibility (AOR)
- Have a GBLOC page in the PPCIG
- Are responsible for updating the PPCIG for all locations in their inbound AOR
- Do not have counseling offices (PPSOs are responsible for maintaining counseling office information)

Counseling Offices

Counseling Offices:

- Have a unique Counseling Office ID
- Do not have a GBLOC
 - If a counseling office had a GBLOC in the past, that GBLOC is no longer valid. Only sites with inbound and/or outbound AORs have GBLOCs
- Do not have a GBLOC page in the PPCIG
- Do not update the PPCIG (PPSOs are responsible for maintaining counseling office information)
- Get their Counseling Office ID from their PPSO

Updating the PPCIG

PPSO and PPPO users who are authorized to update their GBLOC's PPCIG data

- Need to register for a DPS 'PPSOPPCIGManager' account via ETA
- Use the PPCIG to request SDDC add counties and cities to their AOR
- Enter and maintain their GBLOC's contact data, and their GBLOC's consignment and special instructions
- Quarterly review their GBLOC's PPCIG data

Updating the PPCIG (con't)

PPSO users

- Enter counseling office data
- Issue a unique Counseling Office ID to each of their counseling offices (IDs are generated by the system when the data is entered)

Special Note!

Data Maintenance

- All PPCIG Managers must review and maintain their consignment guide data in both the DPS PPCIG and the legacy (old) PPCIG, until the TOPS application is sunset.

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If you have questions, please
email us.